

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
February 25, 2013  
7:30 p.m.  
Council Chambers

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**1. Work Session Items for Discussion**

- a. SRTC Pending Actions *(Tab 05)(20 min)*
- b. Legislative Updates *(material to be presented at meeting)(30 min)*
- c. Council Commission Discussion *(Tab 06)(45 min)*
- d. Update on Virginia Regional Transit Funding *(to be presented)(45 min)*

**2. Information Items**

- a. Access Easement Request from Coombs' Property *(Tab 07)*
- b. Utilities Report Follow-up *(Tab 08)*
- b. Blue Ridge Hospice Follow-up *(Tab 09)*

**3. Additions to Future Council Meetings (Tab A)**

**4. Closed Session**

- a. Lower Sycolin Sewage Conveyance System, Ph. II – Settlement Authorization

**4. Council Invitations**

*February 24* – They Closed our Schools – Documentary Film, 2 p.m., Thomas Balch Library

*March 3* – Orra White Hitchcock (1796-1863) – an Illustrated Life, 2 p.m., Thomas Balch Library

*March 9* – A Walking Tour of Civil War Leesburg – Richard Gillespie, 10-12, Thomas Balch Library

*March 10* – Sussex County's Greatest Generation – Lessons from Personal and Family History, 2 p.m., Thomas Balch Library

*March 16* – Youth Career Expo, 12-3 p.m., ProJet Hangar

*March 17* – American Emperor, Aaron Burr's Challenge to Jefferson's America, 2 p.m., Thomas Balch Library

*April 7* – Anthony Benezet – Father of Atlantic Abolitionism w/Maurice Jackson, 2 p.m., Thomas Balch Library

*April 14* – Joe Rochefort's War: The Odyssey of the Codebreaker Who Outwitted Yamamoto at Midway

*May 15* – Business Appreciation Awards, 6-8 p.m., ProJet Aviation Hangar

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting  
February 26, 2013  
7:30 p.m.  
Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Vice Mayor Butler
3. SALUTE TO THE FLAG: Council Member Hammler
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Work Session Minutes of February 11, 2013
  - b. Regular Session Minutes of February 12, 2013
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Proclamation – Black History Month
  - b. FY 2014-2015 Budget (*To be presented at meeting*)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Lowenbach, Phase IV and V Easement Acquisition Authorization (*Tab 01*)

**RESOLUTION**

Declaring that a Public Necessity and Use Exists and Authorizing an Offer to Acquire Right of Way Dedications and Easements for Lowenbach Street Improvements Phase IV and V (Washington and Queen Streets) Project

10. PUBLIC HEARINGS
  - a. TLSE 2013-0001 Meena's Home Daycare (*Tab 02*)(30 min)

**RESOLUTION**

Approving TLSE 2013-0001, Meena's Home Daycare, a Child Care Center Located on Property Identified as PIN Number 191-40-8885 and Located at 953 Rhonda Terrace, S.E.

- b. Oaklawn Gas Station Special Exception (Tab 03)(45 min)

**RESOLUTION**

Approving TLSE 2012-0005, Oaklawn Gas Station, A Service Station, Convenience Store, and Car Wash Located in the Oaklawn Land Bay C on Property Shown on the Special Exception Plat and Identified as Portions of the Following Three Lots: Loudoun County Parcel Identification Numbers (PIN) 233-20-0550, 233-29-6350, 233-29-9822

- c. Amending Chapter 2 of the Town Code adding the words “Fees and Charges” (Tab 04)(15 min)

**ORDINANCE**

To Amend and Reordain Chapter 2 (Administration), Article IV (Finance), Section 2-164 (Collection Fee for Taxes, Fees and Charges)

11. RESOLUTIONS AND MOTIONS

- a. SRTC - Actions on Recommendations (Tab 05)(15 min)

**MOTION(s)** *(as needed based on Monday work session)*

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

- a. Boards and Commissions Action(s) (Tab 06)(15 min)

**MOTION(s)** *(as needed based on Monday work session)*

14. NEW BUSINESS

15. COUNCIL COMMENTS

16. MAYOR’S COMMENTS

17. MANAGER’S COMMENTS

18. CLOSED SESSION

- a. None.

19. ADJOURNMENT

ASSISTED LISTENING SYSTEM

Is available at the meeting. If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to participate in this meeting, please contact the Clerk of Council at 703-771-2733. Three days notice is requested. Thank you.

## **REGULARLY SCHEDULED COUNCIL MEETINGS**

Citizens are invited to attend and participate in Town Council meetings. The petitioner's portion of the meeting and scheduled public hearings offer the public two opportunities to present their views to the Council during its meeting.

### **Petitioners**

The petitioners' portion of the Council agenda is the first item taken up by the Council following proclamations and certificates of appreciation. This part of the meeting affords individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, those citizens wishing to speak should sign the Clerk's Register on the podium at the front of the Chambers. The Mayor will announce the availability of the sign-up sheet at the beginning of all regular meetings. Petitioners' presentations should be limited to five minutes.

### **Public Hearings**

Certain items of Town business can only be conducted after the Town Council conducts an advertised public hearing. Certain major issues affecting the town's government can also be scheduled for public hearing at the option of the Council. Adoption of the town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing.

### **Decorum**

A person addressing the Council as a petitioner, or during a public hearing, should advance to the podium when recognized by the Mayor and state his or her name and address. Persons should also indicate whether they are representing anyone other than themselves. After the presentation or comments, the Mayor or members of Council may have questions of the petitioner. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order.

## **OTHER COUNCIL MEETINGS**

### **Work Sessions/Committee of the Whole**

Council may elect to place an item on the Tuesday night meeting agenda for action. Items will only be added to the agenda if agreed to by a majority of Council present.

### **Closed Sessions**

Under certain circumstances, the Virginia Freedom of Information Act permits the Town Council to meet in a session where the public is excluded. This may be a discussion of personnel matters, legal matters, the acquisition or sale of property and other selected topics. The Council can only go into closed session from a public session and the notice must cite the specific statutory authority to go into closed session and also indicate the general topic to be discussed. Only those matters in the adopted motion to go into closed session can be discussed at that time.

## **TOWN COUNCIL AGENDA MATERIALS**

Generally, all items on the regular Council agenda have been first considered at the Council Committee of the Whole. Individual council members, however, can request full Council action on an item considered, but not reported out of committee.

Materials previously distributed to the Council on Thursday are available to citizens on request from the Clerk's Office. Citizens may also provide the Clerk of Council with an e-mail address or self-addressed, stamped envelopes and Council agendas will be provided to the citizens without further charge. For more information, call the Clerk's Office at (703) 771-2733 during normal business hours or e-mail at [clerk@leesburgva.gov](mailto:clerk@leesburgva.gov).

Meeting agenda packets are available for public inspection in the lobby of Town Hall on Thursdays prior to the scheduled meeting. Council agendas can also be viewed on the town's World Wide Web site at <http://www.leesburgva.gov>.